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15 JUN 1967

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*Acad*  
Mr. Robert D. Calkins, President  
The Brookings Institution  
1775 Massachusetts Avenue, N.W.  
Washington, D.C. 20036

Dear Mr. Calkins:

Thank you for your letter of 1 June 1967 inviting this Agency to nominate officers to participate in the administrative and science conferences to be conducted by The Brookings Institution in the coming fiscal year.

We value our long association with The Brookings Institution and look forward to continuing our representation in these excellent programs on "Executive Leadership in Democratic Government." We plan to nominate at least one senior career officer for attendance at each of the four conferences. Names of our candidates and supporting documents will be forwarded to Mr. James H. Mitchell prior to 15 August 1967.

Sincerely,

/s/ L. K. White

L. K. White  
Executive Director

(EXECUTIVE REGISTRY FILE

*B-3*

STAT

ORIGINATOR:

Acting Director of Training

12 June 67  
Date

STAT

CONCUR:

R. L. Bannerman  
Deputy Director  
for Support

14 June 67  
Date

Distribution:

Orig & 1 - Adse

1 - Signing Official

✓ 1 - ER w/basic

2 - DDS w/cy basic

2 - O/DTR w/cy basic (1 w/h)

2 - ExSecy, TSB w/cy basic (2 w/h)

Robert D. Callins, PRESIDENT   Kermit Gordon, VICE PRESIDENT   Robert W. Hartley, VICE PRESIDENT FOR ADMINISTRATION  
Mildred Maroney, TREASURER   Edna M. Birkel, SECRETARY   Felix B. Gorrell, BUSINESS MANAGER

June 1, 1967

Executive Registry
61-2727

The Honorable  
Richard Helms  
Director of the Central  
Intelligence Agency  
Washington, D. C. 20505

Dear Mr. Helms:

The Brookings Institution plans to continue its series of conferences concerned with "Executive Leadership in Democratic Government" during the fiscal year 1968. As in past years, these conferences will be designed to assist senior career executives in meeting their leadership responsibilities by providing unique opportunities for study and discussion pertinent to major issues of public policy.

For fiscal year 1968 we will conduct two conferences primarily for administrative and program officers, and two for senior officers with scientific training who are working as research scientists, administrators of scientific activities or as engineers engaged in scientific programs. Science administrators may also be admitted to the conferences for program and management officers.

The conferences for program officers, which will be two-week programs, are scheduled for October 22-November 3, 1967 and January 21-February 2, 1968. The one-week conferences for scientific officers are scheduled for December 3-8, 1967 and March 3-8, 1968. Enclosed are several copies of a folder that gives more details.

The conference fees for the 1968 series will be \$650.00 per participant for the two-week administrative conferences and \$325.00 per participant for the one-week science conferences. Departments or Agencies will pay the travel costs and per diem of participants. The fees do not meet the entire costs of the conferences and The Brookings Institution will provide any necessary subsidy for this program, as in the past.

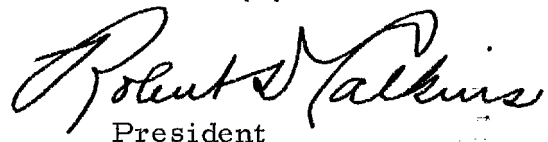
- 2 -

We invite you to nominate senior officials to participate in this series. Nominations should be in Grades GS-16 or above for civilian officials, or of flag rank if military officers. Nominations should be made in writing to Mr. James M. Mitchell, Director, Advanced Study Program, The Brookings Institution, 1775 Massachusetts Avenue, N.W., Washington, D.C., 20036.

We would appreciate a brief resume, using the enclosed form, for each official nominated. Additional forms may be obtained by calling 483-8919, extension 217. Nominations should indicate whether participation is desired in an administrative or a science conference, and the dates of the conference preferred. A maximum of twenty-five will usually be selected as participants in each conference. Additional information concerning the conferences may be obtained from Mr. A. Eric Bubeck of The Brookings Institution's Senior Staff.

We look forward to receiving your nominations and hope that your Department will be represented in the 1968 series. It is requested that nominations be submitted by August 15, 1967, so that selections may be made on an orderly basis.

Sincerely yours,

  
President

Enclosures

900 12 8 22 44 .25

THE BROOKINGS INSTITUTION  
Advanced Study Program  
Fiscal Year 1968

NOMINATION for General Administrative [ ] or Science [ ] Conferences  
(Check ONE Only)

Indicate First and Second Choice

SCIENCE CONFERENCES

\_\_\_\_\_ December 3 to 8, 1967  
\_\_\_\_\_ March 3 to 8, 1968

GENERAL ADMINISTRATIVE  
CONFERENCES

\_\_\_\_\_ October 22 to November 3, 1967  
\_\_\_\_\_ January 21 to February 2, 1968

Name \_\_\_\_\_  
(Last) (First) (Middle)

Title \_\_\_\_\_

Agency \_\_\_\_\_

Office Address (for mailing) \_\_\_\_\_

GS Date of Office No. years  
Grade \_\_\_\_\_ Birth \_\_\_\_\_ Phone \_\_\_\_\_ in Govt. \_\_\_\_\_

Home Home  
Address \_\_\_\_\_ Phone \_\_\_\_\_

Prior Participation in Brookings Programs \_\_\_\_\_

Billing Instructions \_\_\_\_\_

Date \_\_\_\_\_ Signature and Title of  
Authorizing Official \_\_\_\_\_

COMPLETE BOTH SIDES

Approved For Release 2003/03/28 : CIA-RDP80B01676R001600010002-4

(OVER)

## Education

Brief Resume of Career (in reverse chronological order) \_\_\_\_\_

Publications, Awards, Hobbies, etc.

THE ADVANCED STUDY PROGRAM of the Brookings Institution is continuing its Conferences for Federal Management and Program Executives and for Federal Science Executives. These two conference programs, begun in 1957 and 1958, respectively, have been conducted at Williamsburg, Virginia, and other locations.

**Purpose.** Conferences are designed to help participants enlarge their abilities to meet leadership responsibilities by providing opportunities (1) to increase knowledge of the interaction of the society and its government, (2) to broaden understanding of major policy-making, and (3) to develop approaches leading to more effective administrative decisions and actions.

**Direction.** Conferences are conducted by a member of the Brookings Senior Staff, and use the services of special consultants and nationally prominent academicians and executives from public or private life as speakers and resource persons. Background readings pertinent to each session are furnished to participants in advance of the Conference. Each session stresses exchange of views and discussion which draws on analysis of the readings, participant experiences, and the views of the speakers and Conference Chairman. Sessions are off the record to encourage free exchange of views and expressions of opinion.

#### **Conferences for Federal Management and Program Executives**

Two two-week conferences will be held at Williamsburg, Virginia, on the following dates: **October 22–November 3, 1967**, and **January 21–February 2, 1968**. Topics such as the following will be included: The American Heritage; Business, Labor, and Society; Political Dynamics; Economics and Public Policy; Problems in Public Policy (Education, Urbanization, Poverty, Unemployment, etc.); Science, Technology, and Social Change; The Behavioral Sciences; Government and the Press; Foreign Affairs.

#### **Conferences for Federal Science Executives**

Two one-week conferences will be held at Williamsburg, Virginia, on the following dates: **December 3–8, 1967**, and **March 3–8, 1968**. Typical subjects are: Government in a Free Society; Business and Labor in Society; Economics and Public Policy; Problems in Public Policy; The Scientist, Politics, and Decision-Making; Science and Philosophical Perspectives; Advancing Technology and the Role of Government and Industry; National Security Policy.

**Eligibility.** The conferences are intended for civilian officials in grades GS-16 and above, and for military/naval officers of flag rank. Generally there are about twenty-five participants in each conference, representing as many as twenty different agencies. Scientists, administrators of science programs, and engineering executives are eligible for either the one-week or the two-week conferences.

**Fees.** The fee for a two-week Management Conference is \$650 per participant; the fee for a one-week Science Conference is \$325 per participant. Agencies pay the travel and per diem of participants. Since the fees do not meet the entire costs, Brookings provides necessary subsidy for each conference.

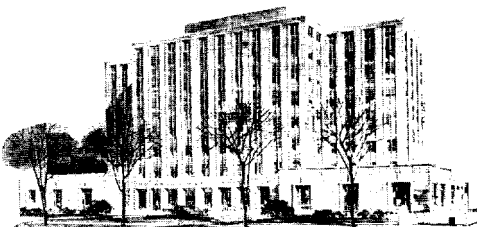
**Nominations.** Nominations should be submitted on forms furnished by Brookings each year, approved by the official to whom the nominee reports, and processed through the personnel, training, or other organizational unit designated by each department or agency. Nominations should be received at Brookings by **August 15, 1967**, and addressed to the Director, Advanced Study Program, The Brookings Institution, 1775 Massachusetts Avenue, N.W., Washington, D.C. 20036.

### **THE BROOKINGS INSTITUTION ADVANCED STUDY PROGRAM**

1775 Massachusetts Avenue, N.W., Washington, D.C. 20036

## **ANNOUNCING**

# 1967-68 conferences on executive leadership in democratic government for federal executives



THE BROOKINGS INSTITUTION is an independent organization devoted to nonpartisan research, education, and publication in economics, government, and foreign policy. In its research, its role is that of independent analyst and critic, committed to publishing its findings for the information of the public. In its conferences and other activities, its function is to serve as a bridge between the academic community and leaders in public and private affairs by bringing new knowledge to the attention of decision makers and affording scholars a practical insight into policy issues.

The Institution was incorporated in 1927 to merge the activities of three antecedent organizations: the Institute for Government Research, founded in 1916; the Institute of Economics, established in 1922; and the Robert Brookings Graduate School of Economics and Government, organized in 1924. The consolidated organization was named in honor of Robert Somers Brookings (1850-1932), a St. Louis businessman whose leadership was central in the development of the earlier institutions.

Brookings is maintained largely by endowment and by private support. In addition to its three research programs (Economic Studies, Governmental Studies, and Foreign Policy Studies), Brookings has a Computer Center, a Publications Program, and an Advanced Study Program.

THE ADVANCED STUDY PROGRAM is a unique kind of institution of higher education. It provides special opportunities for leaders in public and private life to study and discuss current and emerging policy issues of national and international importance. By enriching their knowledge and understanding so that they may carry out their responsibilities more effectively, the Program contributes to the strengthening of the senior public service and the preparation of leaders in private life for more active participation in public affairs.

Since the Program was established in 1957, some 3,000 federal executives and more than 3,000 top-level officials in business, labor, and the professions, members of Congress, and civic leaders have participated in its activities.

In addition to the conferences described on the reverse side of this announcement, the Program for 1967-68 will include a conference for general counsels, a conference for senior economists in regulatory agencies, and a series of conferences on business policy and operations for federal executives. Each conference will last for one week. These conferences are for civilian officials in grades GS-16 and above and military/naval officers of flag rank. Further information may be obtained from the office of Director of the Advanced Study Program.

**ANNOUNCING** 1967-68  
conferences  
on executive  
leadership  
in democratic  
government  
for federal  
executives

**THE BROOKINGS INSTITUTION**

**ADVANCED STUDY PROGRAM**



SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM													
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<b>CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP</b>													
TO	NAME AND ADDRESS												
1	DD/S <span style="float: right;">6 June <i>[Signature]</i></span>												
2	Director of Training <span style="float: right;">7 June 7 <i>AA</i></span>												
3													
4	R/TR <span style="float: right;">R</span>												
5													
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ACTION	DIRECT REPLY	PREPARE REPLY											
APPROVAL	DISPATCH	RECOMMENDATION											
COMMENT	FILE	RETURN											
CONCURRENCE	INFORMATION	SIGNATURE											
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# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Acting Director of Training  
819 - 1000 Glebe

*MR*

EXTENSION

NO.

411-87245

DATE

12 JUN 1967

STA

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for Support  
7D26 Headquarters

14 JUN

2.

3.

Executive Registry  
7E12 Headquarters

15 June 1967

4.

5.

Executive Director-Comptroller  
7D59 Headquarters

6/15

6/15

*signed*

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